Helpful Hints: Uploading Data to DMH

Data for the Children & Youth Performance Outcome System must meet certain requirements before they are accepted and imported (added) to the California Department of Mental Health (DMH) database. The following are some helpful hints to assist counties when uploading (submitting) files to DMH:

1. All data must be coded according to the "Children & Youth Performance Outcome System Data Dictionary." A copy of the dictionary may be obtained from the DMH website at:
   www.dmh.cahwnet.gov/2000/rpod/download.htm

2. Data must be formatted in ASCII text, fixed width format according to the Children & Youth Performance Outcome Data Dictionary. Tab or semi-colon delimited files are acceptable as long as all required columns are included, and specified formats are provided. (Contact Brenda Golladay at (916) 654-3291 or Bgollada@dmhhq.state.ca.us for questions regarding data formatting.)

3. As the Children & Youth Performance Outcome Data Dictionary states, each table must be named:

Form/Instrument	Data Dictionary File Name
Child & Youth ID Table	CHILDID.txt
Child & Adolescent Functional Assessment Scale (CAFAS)	CAFAS.txt
Child Behavior Checklist (CBCL)	CBCL.txt
Client Living Environments Profile (CLEP)	CLEP.txt
Client Satisfaction Questionnaire (CSQ-8)	CSQ8Chld.txt
Family Empowerment Scale (FES)*	FES.txt
Youth Satisfaction Questionnaire (YSQ)*	YSQ.txt
Youth Self-Report (YSR)	YSR.txt

   * Counties are given the option of using these scales to indicate satisfaction of the services received. Counties may or may not choose to use the FES or the YSQ.

4. The text files must be zipped in one "zip" file and named according to the following convention: CPODSccYYYYMM#SUBMITTAL.ZIP

cc	=	County Code
YYYY	=	year that data were due
MM	=	month that data were due
#	=	sequence number (1 to 9 for data corrections)
.ZIP	=	automatically added by PKZip or Winzip programs

   (Example: CPODS992001041SUBMITTAL.ZIP indicates that this file was sent by County "99" for the April 2001 deadline. This file is their first submittal for the April 2001 deadline as evidenced by the "1" for the sequence number.)

5. Once the text files are zipped (please note that counties are no longer required to password encrypt their ZIP file), authorized users may access the DMH Information Technology Web Services (ITWS) in order to upload the ZIP file containing their data. (For more information on how to enroll and become an authorized user of the ITWS, please refer to: http://www.dmh.ca.gov and click on the ITWS menu option.)

6. If problems are encountered while uploading data, please call the DMH Information Technology help desk at (916) 654-3117.